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Request for City Council Committee Action From the Department of Human Resources

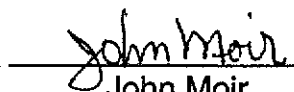
Date: November 4, 2002

To: Ways & Means Committee

Prepared or Submitted by: Amy Hirsch/Timothy Giles Phone: 673-3344

Approved by:


Ann Eilbracht
Director, Human Resources


John Moir
City Coordinator

Subject: Approval of the new classification of Business Application Analyst I and related salary ordinance

Recommendation:

- 1) Classify the new position of Business Application Analyst I, Grade 7 (345 points) of the Data Processing Promotional Line, effective July 16, 2002, with an annual salary range of \$38,070-\$53,138.
- 2) Reclassify the incumbent, Jay Trevino, along with his position from Program Assistant to Business Application Analyst I, effective July 16, 2002.
- 3) Adopt the salary ordinance for Business Application Analyst I, effective July 16, 2002. The salary ordinance is attached for your approval.

Financial Impact (Check those that apply)

- ☐ No financial impact or Action is within current budget.
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☒ Other financial impact (Explain): See Background Information
- ☐ Request provided to the Budget Office when provided to the

Committee Coordinator

Background/Supporting Information

Due to changes in the way this position functions, the incumbent and his supervisor in the Finance Department requested a position audit. Since the time when this position was last studied in 1996, it has become less clerical in nature. Additionally, the position functions more independently than before and requires knowledge of a greater variety of business applications. These include Vista Plus, Brass, and FISCOL, in addition to other reporting applications.

The Business Application Analyst I is the first point of contact for the Finance Department and other users of FISCOL. This position investigates users' problems with FISCOL and works with ITS to devise and implement solutions. This classification is critical to the accurate and timely processing of financial information on the FISCOL system. It not only ensures that the table data is accurate, it also verifies that the data warehouse information matches the FISCOL data. The Business Application Analyst I interacts with all levels of staff when providing technical and accounting-related services for the Finance Department.

I recommend the new classification title Business Applications Analyst I, with 345 points, allocated to Grade 7 of the Data Processing Promotional Line, with a salary range \$38,070 to \$53,138, effective July 16, 2002. Additionally, I recommend that the incumbent, Jay Trevino, be reclassified along with his position. This position will be represented by the Minneapolis Professional Employee's Association and will have the FLSA designation of non-exempt, code 3. The salary has been negotiated with the union and the department has sufficient funds to accommodate these recommendations.

cc via e-mail:

Amy Friedman, Human Resources
Sarah Kriewall, Human Resources
Timothy Giles, Employee Services
Chuck Elliot, Finance
Julie Schiller, Central Payroll
Betty Stanifer, Classifications
Linda Webster, HRIS
Doug Pasche, MPEA
Duane Johnson, MPEA
File

REFERRED TO (NAME OF) COMMITTEE

PUBLIC HEARING

2ND READING AND FINAL PASSAGE

AN ORDINANCE of the CITY OF MINNEAPOLIS

By _____

Amending Title 2, Chapter 20 of the Minneapolis Code of Ordinances relating to
Administration: Personnel.

The City Council of the City of Minneapolis do ordain as follows:

Section 1: That the following classification in Section 20.10.01 of the above-entitled ordinance
be amended to make the following changes:

Minneapolis Professional Employees Association (MPEA)

Effective July 16, 2002

Job Code	FLSA OTC Classification title	P	6-Month rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step
N3	Business Application Analyst I	H	18.303	18.772	19.759	20.802	21.912	23.050	24.271	25.547

Certified as an official action of the City Council:

RECORD OF COUNCIL VOTE (X INDICATES VOTE)

COUNCIL MEMBER	AYE	NAY	NOT VOTING	ABSENT	VOTE TO OVERRIDE	VOTE TO SUSTAIN	COUNCIL MEMBER	AYE	NAY	NOT VOTING	ABSENT	VOTE TO OVERRIDE	VOTE TO SUSTAIN
President							Goodman						
Ostrow							Lilligren						
Zerby							Schiff						
Biemat							Niziolek						
Johnson							Benson						
Johnson Lee							Colvin Roy						
Zimmermann							Lane						

PASSED _____
DATE

☐ APPROVED ☐ NOT APPROVED ☐ VETOED

ATTEST _____
CITY CLERK

MAYOR DATE